



DHS MISSION:

To build strong families by connecting Tennesseans to employment, education and support services

DHS VISION:

To revolutionize the customer experience through innovation and a seamless network of services

DHS VALUES:

- High Performance
- Collaboration
- Continuous Improvement
- A Shared Vision
- Customer-Centered Solutions

Unique Benefits

- Pension
- 401K Match
- Family Tuition
- 12 holidays



Disability Claims Examiner 1

Recent and December College Graduates encouraged to apply

Job Location: 200 Athens Way, Nashville, TN 37228

ABOUT POSITION

The Tennessee Disability Determination Services (DDS) is a section within the Division of Rehabilitation Services of the Department of Human Services. DDS operates by agreement between the State of Tennessee and the Social Security Administration to process Social Security and Supplemental Security Income disability claims. DDS maintains effective working relationships with the Social Security Administration's Area Director's office, 30 district and branch offices, five Office of Hearings and Appeals (OHA) offices, medical and psychological associations, legislative offices, the legal community and other state and local organizations that serve the disabled.

DDS strives to provide all persons applying for disability benefits with an accurate decision, processing their claim promptly and providing assistance to the public in a courteous, helpful manner.

This is an entry-level position where you will learn how to process Social Security disability claims. This begins with a three-month training class learning medical terminology and SSA policy and procedures.

If applicants exhibit competency of job duties, this position flexes to a two-step increase promotion to Disability Claims Examiner 2 after one year.

Free, on-site parking is available.

RESPONSIBILITIES

- Reviews and analyzes disability claims for social security and supplemental security income benefits, state and federal medical assistance programs, exemption/deferrals from employment programs in cooperation with a review physician, and determines eligibility.

- Gathers medical/work history documentation as needed, and arranges for special examinations by medical specialists if necessary.
- Prepares written determination summarizing findings and providing rationale for eligibility decisions.
- Contacts physicians, hospitals, work establishments, claimants, or other sources by mail or telephone to collect necessary evidence as needed.
- Assesses vocational issues to determine if other jobs can be done by claimant.
- Performs related work as assigned.

QUALIFICATIONS

- Graduation from an accredited college or university with a bachelor's degree.
- Ideal candidate has experience in a fast-paced, customer-focused environment.

Competencies

- Customer Focus
- Organizing
- Priority Setting
- Time Management
- Timely Decision Making
- Problem Solving
- Written communication

For Information regarding State of Tennessee benefits please [click here](#).

How to apply:

- To be considered for the DHS Disability Claims Examiner 1 position with the Tennessee Department of Human Services you must also apply online at <https://agency.governmentjobs.com//tennessee/default.cfm> by October 22 , 2019 at 11:59pm Central Standard Time.
- Target Salary Range: \$31, 587 – \$37, 320. The directly related experience, knowledge, skills and abilities of the selected candidate will determine the actual salary offer.

Applicants may be subject to background check. **This position is not currently designated AWS- Alternative Workplace Solution.** Any position could ultimately be designated as work from home, mobile work or free address (i.e. Employees work in office and can choose from various space options based on need for a given day such as private meeting rooms, conference rooms, collaborative spaces and enclaves for individual work assignments.)

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.